

**NAME:**

**HIV PREVENTION COMMUNITY PLANNING  
BOARD, SAN DIEGO COUNTY**

**LEGAL AUTHORITY:**

The HIV Prevention Community Planning Board was established by the County of San Diego Board of Supervisors Resolution No. 95-182, 5/9/95(2); amended by Resolution 99-335, adopted on 11/16/99 (14), amended by Resolution 03-162, adopted on 8/5/03 (3) amended by Resolution 05-234, adopted on 12/13/05 (9), Resolution No. 01-219 on 10/24/07 (4).

The HIV Prevention Community Planning Board is responsible for identifying and prioritizing HIV prevention needs in order to qualify for funds to implement local HIV education and prevention programs.

The HIV Prevention Community Planning Board is a non-partisan, non-sectarian, non-profit making organization. It does not take part officially in, nor does it lend its influence to any political issue.

The HIV Prevention Community Planning Board is an advisory committee to the HIV, STD and Hepatitis Branch of Public Health Services, the Chief Administrative Officer and the Board of Supervisors only. The HIV Prevention Community Planning Board is not empowered by ordinance, establishing authority or policy to render a decision of any kind on behalf of the County of San Diego or its appointed or elected officials.

**MEMBERS**

**APPOINTED BY:**

Board of Supervisors and the Director of the Department of Health and Human Services Agency (H.H.S.A.).

**MEMBERSHIP**

**COMPOSITION:**

Membership shall consist of twenty-five (25) members and up to five (5) members-elect for a total of not more than 30 individuals to include:

1. Five (5) members representing various County of San Diego Health and Human Services Agency (HHSA) programs appointed by the Director of HHSA.
2. A representative of a public health program at a major university and appointed by the Board of Supervisors. **There shall be no term limit for this seat.**

3. A representative nominated by the HIV Health Services Planning Council and appointed by the Board of Supervisors. **The term of office for this seat shall be at the discretion on the nominating organization.** Eighteen (18) additional **community** members appointed by the Board of Supervisors.

The HIV Prevention Community Planning Board shall recruit and approve applicants and forward the recommendations to the Board of Supervisors, through the Director of the HHSA. These members shall have a broad community perspective, and there shall be a balance between HIV education and prevention service providers, members or advocates of priority behavioral risk groups to be targeted for these services, and knowledgeable individuals not directly involved as HIV prevention providers or service recipients. The appointments shall reflect the population characteristics of current and projected HIV/AIDS cases in San Diego, in terms of age, gender, race/ethnicity, socioeconomic status, geographical distribution, sexual orientation and risk for acquiring or transmitting HIV. These members shall include at least one currently State Office of AIDS funded HIV education and prevention contractor. Nominations and applications shall be accepted from the following categories. While appointments may not be made for each of these categories, recommendations shall attempt to reflect a balance of these interests.

- a) Representations or advocates from priority behavioral risk groups identified in the Comprehensive Plan for HIV Prevention Services for San Diego County;
- b) Education agencies (school districts, community colleges and universities);
- c) Experts in epidemiology, surveillance, behavioral and social sciences, evaluation research, and health planning;
- d) Providers of HIV counseling and testing, and HIV early intervention services;
- e) Physicians and other medical service providers;
- f) Representatives of agencies (governmental and non-governmental) providing HIV prevention and related services, including sexually transmitted diseases (STDs), tuberculosis (TB), substance abuse, mental health, co-occurring disorder, primary care providers and social services;
- g) Researchers (cultural, behavioral, bio-medical researchers, including community based and independent researchers).

- h) HIV prevention and education practitioners (governmental and non-governmental peer educators, outreach educators, case managers, trainers and evaluators);
- i) HIV education and prevention funding agencies (public and private);
- j) Business or other corporate representatives;
- k) HHSA regions of San Diego County, including Central, North Central, North Coastal, North Inland and South;
- l) Individuals knowledgeable about addictions (to legal and illegal drugs and alcohol), including persons in recovery;
- m) Individuals involved in the provision of prevention, health, or social services within the criminal justice system;
- n) Representatives who are members of existing community HIV and related coalitions.

#### **TERM OF OFFICE:**

#### **Eighteen (18) Community Members Appointed by the Board of Supervisors**

- 1. Each member appointed by the Board of Supervisors shall serve a term of three years.
- 2. In the event that a member completes three years of service, that member may serve on the HIV Prevention Community planning Board until a successor has been appointed. A member shall be appointed for no more than two consecutive three-year terms. The terms of all members shall begin on the day of appointment by the Board of Supervisors and end in three years.
- 3. After the completion of two consecutive three-year terms an individual may reapply to be a member after one year.

#### **Members-Elect Appointments**

- 1. The HIV Prevention Community Planning Board may choose to nominate **up to five** additional members-elect each year.
- 2. Members-elect may be appointed by the Board of Supervisors.
- 3. The member-elect positions, numbered sequentially as determined by the membership committee, shall have no voting authority unless and until a vacancy or vacancies occur(s).
- 4. In the event of a vacancy on the HIV Prevention Community Planning Board, the first member-elect, beginning with number 1, shall assume voting privileges. Subsequent vacancies shall be filled by the next member-elect in sequential order.

5. The term of office for a member-elect shall be considered to begin at the time of appointment and expires after one year. At that time a member-elect may choose to reactivate his/her membership application to be considered for membership.
6. Member(s)-elect filling vacant voting member seat(s) will begin their first full three-year term of office when they become voting member(s) and all term requirements shall apply.

**VACANCIES:**

In respect to those members appointed pursuant to Article 2, Section A (4), a vacancy shall occur as a result of any one of the following events before expiration of a term:

1. The death of the incumbent
2. The resignation of the incumbent
3. Absences for more than three HIV Prevention Community Planning Board meetings and absences from one-fourth of their primary designated committee meetings in the current fiscal year.
4. Or for any reason specified in Government Code Section 1770
5. When a vacancy occurs as a result of absences, both the member and the Clerk of the Board of Supervisors shall be notified by the HIV Prevention Community Planning Board Community and County Chairs. In the event of a vacancy, the appropriate member-elect shall become a full voting member of the HIV Prevention Community Planning Board.

**DUTIES:**

The HIV Prevention Community Planning Board shall have the following duties and responsibilities:

1. Advise and make recommendations to the County of San Diego Board of Supervisors pertaining to HIV and AIDS education and prevention issues.
2. Delineate technical assistance and capacity development needs for effective community participation in the planning process.
3. Review available epidemiological, evaluation, behavioral and social science, cost effectiveness, service utilization and needs assessment data and other information required to priorities HIV prevention needs, and collaborate with the HHSA on how best to obtain additional data and information.
4. Assess existing local community resources to determine the community's capacity to respond to the HIV epidemic.

5. Identify local unmet HIV prevention needs with defined populations. Input from HIV prevention providers, public comment at HIV Prevention Community Planning Board meetings, focus groups, roundtable discussion, surveys and key informant interviews are all tools that may be utilized to assess HIV Prevention needs.
6. Prioritize local HIV prevention needs by target populations and behavioral risk groups and propose high priority strategies and interventions.
7. Ensure that counseling and testing referrals, early intervention, primary care, STD, TB, hepatitis, substance abuse prevention and treatment, mental health services, co-occurring disorder treatment and other public health needs are addressed within the Comprehensive Plan for HIV Prevention Services in San Diego County.
8. Evaluate the HIV prevention planning process and assess the responsiveness and effectiveness of the services addressing the priorities identified in the Comprehensive Plan for HIV Prevention Services in San Diego County.
9. Fulfill other duties and/or mandates as described by the State Office of AIDS in program guidance or regulations.

**COMPENSATION:** Members of the HIV Prevention Community Planning Board shall serve without compensation and shall not be reimbursed for expenses incurred in performing their duties under this Article.

Should the State Office of AIDS make HIV prevention and education planning funds available, the Director of HHSA may propose and the HIV Prevention Community Planning Board may adopt By-laws to provide transportation and child care reimbursements to low income members who represent targeted behavioral risk groups.

**MEETING LOCATION:**

Rosecrans Complex  
3851 Rosecrans, San Diego, CA  
San Diego Room

**CONTACT PERSON:**

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**REVISED:**

**November 15, 2007**